CHAPTER 14:

RECEIVING

AUTOMATIC

REPORTS

PURPOSE

In this chapter, you will learn how to receive automatically generated reports from the ASAP system.

OVERVIEW

The ASAP system provides the following types of automatically generated reports to Federal Agencies:

➢ daily activity reports

➢ a monthly ASAP ID Directory

DAILY ACTIVITY REPORTS

The ASAP system automatically provides each Federal Agency with detailed reporting on all activity affecting its ASAP accounts. These reports are produced each day there is activity against a Federal Agency's accounts and sent to the Federal Agency the next business day. The automatically generated daily activity reports provided by ASAP are listed below:

➢ **Agency Payment Report** - Provides information at the ASAP account level for each payment on the day it settles and for any returned payments on the day they are classified back to the Federal Agency. Information is provided on the account detail level for control accounts. This report provides the supporting detail for the summary debit and/or credit to the Federal Agency's ALC reported daily to CA$HLINK by the Federal Reserve Bank of Richmond for ASAP activity.

➢ **Debit Voucher/Deposit Ticket Reports** - The end-of-day Debit Voucher (SF 5515) and Deposit Ticket (SF 215) indicating the figures reported to CA$HLINK for ASAP activity.

➢ **Agency Payment Warehouse Report** - Shows on a daily basis all ACH payment requests against your agency's ASAP accounts that are warehoused for settlement two or more business days beyond the report date.

➢ **Agency Payment Cancellation Report** - Shows all pending ACH payment requests against your agency's ASAP accounts that have been canceled on the date of the report.

➢ **Agency Authorization Transaction Report** - Shows all authorizations certified by your agency for its ASAP accounts on the date of the report.

➢ **Warehoused Authorizations Processed Report** - Shows all warehoused authorizations which have become effective on the date of the report.

➢ **Agency Account Transaction Report** - Shows the latest account profile information for any of your agency's ASAP accounts which have been created, changed, or deleted on the date of the report. It will not be generated when changes are made to account details for Control Accounts.

➢ **Agency Book Entry Adjustment Report** - Shows all book entry adjustments made to your agency's ASAP accounts on the date of the report. It will reflect changes to add account details.

MONTHLY ASAP ID DIRECTORY REPORT

This report shows all ASAP user organizations along with their ASAP IDs and contact information. It may be used as a reference for Recipient and Requestor IDs when building ASAP accounts. The ASAP ID Directory is automatically generated like the daily activity reports, but it is produced only on the first business day of each month. This report is delivered either to an agency's Fedline terminal or its mainframe as described below. Federal Agencies whose report delivery method is fax or paper will not receive this report.

DAILY ACTIVITY REPORT DELIVERY MECHANISMS

There are three mechanisms from which to choose to receive automatically generated daily activity reports from ASAP:

➢ **Fedline Terminal** - Using this mechanism, the Federal Agency receives the reports at a personal computer running Fedline software. Federal Agencies using Fedline terminals may choose to dial in on a daily basis and retrieve their reports for printing, or they may choose to have the Federal Reserve automatically dial out to the agency's Fedline terminal and send the reports. Procedures for retrieving reports are included with the Fedline software provided to the agencies.

➢ **Mainframe Connection** - If the volume of your agency's ASAP activity is typically large, or if your agency prefers to process the information in its reports in an automated manner, you may arrange to have the ASAP system transfer the reports directly to your mainframe. All automatically generated reports are transmitted in a **print display format** and may be printed without further file manipulation.

➢ **Fax** - If the volume of your agency's ASAP activity is typically light, your agency may choose to receive its automatically generated reports via fax. You simply provide a fax number to your servicing RFC and indicate that this is your preferred report delivery method, and the ASAP system will automatically fax your reports to the number you provided.

Copies of all agency daily activity reports are provided to the servicing RFC for its information.

SECTION 14.1

AGENCY PAYMENT REPORT

DESCRIPTION

The Agency Payment Report provides information at the ASAP account level for each payment on the day it settles and for any returned payments on the day they are classified back to the Federal Agency. Information is provided at the account detail level for control accounts.   A report will be produced each day payments settle against, or returns are classified to, a Federal Agency's ASAP account(s).

SORT SEQUENCE

All payments on this report are grouped by Recipient ID and then Account ID.

TOTALS AND SUBTOTALS

There are totals at the Recipient ID level and at the ALC/Region level. Within each level, the total payments and classified returned payments for the day are shown, and each of these is broken out by payment mechanism (ACH and FUNDS).

The information on this report provides the supporting detail for ASAP activity reported to CA$HLINK. The total payment amount at the ALC level shown on the report will agree with the summary debit reported on the SF-5515 Debit Voucher. The total amount of classified returns at the ALC level shown on the report will agree with the summary credit reported on the SF-215 Deposit Ticket. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the SF 5515 or SF 215.

REPORT FIELDS TO NOTE

➢ **Item Date** - For payments, this is the **settlement** date. For returned payments, this is the date the return was **classified** back to the ASAP account.

➢ **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number consists of five fields:

> **Date** - the date a transaction was posted in ASAP (i.e., when a payment request was **approved** or a return was classified).

> **Endpoint** - the User ID of the individual posting the transaction via VAN connection, or the terminal at which the transaction was posted via direct dial connection.

Seq # - sequence number, which identifies the transaction entry session at the above endpoint on the above date.

Item # -sequentially numbers each transaction within a sequence number.

Time - the time at which the transaction was posted on the above date.

➤ **T.C.** - Transaction Code. **Payments** are identified by a "**D**" in this field as a debit to the ASAP account, and classified **returns** are identified by a "**C**" (credit).

NOTE - Negative draw adjustments will appear with a debit transaction code on this report, and the amount of the transaction will carry a negative sign.

➤ **Mech** - Payment mechanism. "**A**" denotes ACH, and "**F**" denotes FUNDS (Fedwire).

➤ **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

➤ **Account ID** - shows the account ID(s) from which payments were made. If the account is a Control Account, the associated account detail IDs and amounts requested at the detail level will be listed below the Account ID.

The following page shows the layout of the Agency Payment Report.

RUN DATE: 08/02/2000   **AUTOMATED STANDARD APPLICATION FOR PAYMENTS**   PROGRAM: SPPN905N
RUN TIME: HH/MM/SS   **AGENCY PAYMENT REPORT**   PAGE: 1
                                        FOR CYCLE DATE 08/02/2000

ALC/REGION: 11000001/   US MONEY1

RECIPIENT		ITEM		--------------ASAP SEQUENCE NUMBER------------------				PAYMENT			GROUP
ID	ACCOUNT ID	DATE	DATE	ENDPOINT	SEQ #	ITEM #	TIME	AMOUNT	T.C.	MECH.	ID
0101111	F1R10003	08/02/2000	08/02/2000	E1TEA01	000001	000001	08:51:235	1,000.00	D	A	
	SUBACCT1							500.00	D		
	SUBACCT2							500.00	D		
0101111	F1R10007	08/02/2000	08/02/2000	E1TEA01	000001	000002	08:51:235	- 2,000.00	D	A	
	SUBACCT A							-1000.00	D		
	SUBACCT B							-1000.00	D		
0101111	F1R10009	08/02/2000	08/02/2000	E1TEA01	000001	000003	08:51:235	3,000.00	D	A	
0101111	F1R10012	08/02/2000	08/02/2000	E1TEA01	000001	000004	08:51:235	2,000.00	D	A	

TOTALS FOR RECIPIENT ID   0101111
TOTAL ACH PAYMENTS   4,000.00   TOTAL ACH CLASSIFICATIONS   0.00
TOTAL FUNDS PAYMENTS   0.00   TOTAL FUNDS CLASSIFICATIONS   0.00
TOTAL PAYMENTS   4,000.00   TOTAL CLASSIFIED RETURNS   0.00

| 0202222 | F1R10002 | 08/02/2000 | 08/02/2000 | E1TEA01 | 000001 | 000001 | 13:31:226 | 5,000.00 | D | A | |
| 0202222 | F1R10003 | 08/02/2000 | 08/02/2000 | E1TEA01 | 000001 | 000002 | 13:31:226 | 4,000.00 | C | A | |

TOTALS FOR RECIPIENT ID   0202222
TOTAL ACH PAYMENTS   5,000.00   TOTAL ACH CLASSIFICATIONS   4,000.00
TOTAL FUNDS PAYMENTS   0.00   TOTAL FUNDS CLASSIFICATIONS   0.00
TOTAL PAYMENTS   5,000.00   TOTAL CLASSIFIED RETURNS   4,000.00

TOTALS FOR ALC/REGION   11000001/
TOTAL ACH PAYMENTS   9,000.00   TOTAL ACH CLASSIFICATIONS   4,000.00
TOTAL FUNDS PAYMENTS   0.00   TOTAL FUNDS CLASSIFICATIONS   0.00
TOTAL PAYMENTS   9,000.00   TOTAL CLASSIFIED RETURNS   4,000.00

* * * * * * * *   **END OF REPORT**   * * * * * * * *

SECTION 14.2

DEBIT VOUCHER REPORT

DESCRIPTION

At the end of each business day on which **payments** have settled against an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary debit amount to the agency's ALC in the CA$HLINK system. This summary debit amount is reported to the affected Federal Agency on the automatically generated Debit Voucher Report (SF 5515) from the ASAP system.

The Debit Voucher Report reflects the total amount of payments made by ASAP for an ALC. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Debit Voucher Report. The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions.

REPORT FIELDS TO NOTE

➢ **Voucher Number** - A system assigned document number.

➢ **Date of Debit** - The date on which the payments settled.

➢ **Amount** - The sum of all payment amounts made by ASAP for this ALC on the report date.

➢ **Department or Agency and Address** - Department, Agency, and Street address of the Federal Agency whose ALC is being debited.

➢ **Name and Address of Depositary** - the Federal Reserve Bank that processed the debit transaction.

See the following page for a sample Debit Voucher Report.

RUN DATE: 08/02/2000   **AUTOMATED STANDARD APPLICATION FOR PAYMENTS**   PROGRAM: SPPQ909N
RUN TIME: HH:MM:SS   **DEBIT VOUCHER REPORT**   PAGE: 1
                                           FOR CYCLE DATE 08/02/2000

STANDARD FORM 5515   D E B I T   V O U C H E R   DEPARTMENT OF THE TREASURY
                                                                             FINANCIAL MANAGEMENT SERVICE

        VOUCHER NUMBER   DATE OF DEBIT   AGENCY LOCATION CODE   AMOUNT

            003501   08/02/2000   11000001 $ 50,000.00

DEPARTMENT OR AGENCY AND ADDRESS: NAME AND ADDRESS OF DEPOSITARY: IT IS CERTIFIED THAT THE ABOVE
                                                                                AMOUNT HAS BEEN DEBITED TO THE
US MONEY1   FEDERAL RESERVE BANK OF RICHMOND   ACCOUNT OF THE TREASURY ON THE
123 MAIN STREET   RICHMOND VIRGINIA 23261   DATE SHOWN.
ANYWHERE, USA   15926
                                                                                AUTHORIZED BY FRB ASAP CENTRAL
                                                                                BUSINESS ADMINISTRATION FUNCTION

                        ********************END OF REPORT****************

SECTION 14.3

DEPOSIT TICKET REPORT

At the end of each business day on which **returned payments** have been classified back to an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary credit amount to the agency's ALC in the CA$HLINK system. This summary credit amount is reported to the affected Federal Agency on the automatically generated Deposit Ticket Report (SF 215) from the ASAP system.

The Deposit Ticket Report reflects the total amount of returned payments classified to accounts associated with an ALC for a particular day. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Deposit Ticket Report. The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions.

REPORT FIELDS TO NOTE

➢ **Deposit Number** - A system assigned document number.

➢ **Date of Credit** - The date on which the deposits were made; i.e., the returned payments were classified.

➢ **Amount** - The sum of all returned payment amounts classified to this ALC on the report date.

➢ **Department or Agency and Address** - Department, Agency, and Street address of the Federal Agency whose ALC is being credited.

➢ **Name and Address of Depositary** - the Federal Reserve Bank that processed the   deposit transaction.

See the following page for a sample Deposit Ticket Report.

RUN DATE: 08/02/00   **AUTOMATED STANDARD APPLICATION FOR PAYMENTS**   PROGRAM: SPPQ909N
RUN TIME: HH:MM:SS   **DEPOSIT TICKET REPORT**   PAGE: 1
                                                   FOR CYCLE DATE 08/02/2000

STANDARD FORM 215   D E POS I T   TICKET   DEPARTMENT OF THE TREASURY
                                                                                    FINANCIAL MANAGEMENT SERVICE

         DEPOSIT NUMBER   DATE OF CREDIT   AGENCY LOCATION CODE   AMOUNT

              003678   08/02/2000   11000001 $ 50,000.00

DEPARTMENT OR AGENCY AND ADDRESS: NAME AND ADDRESS OF DEPOSITARY: IT IS CERTIFIED THAT THE ABOVE
                                                                                AMOUNT HAS BEEN RECEIVED FOR
US MONEY1   FEDERAL RESERVE BANK OF RICHMOND   CREDIT IN THE ACCOUNT OF THE
123 MAIN STREET   RICHMOND VIRGINIA 23261   U.S. TREASURY ON THE DATE SHOWN.
ANYWHERE, USA   15926

                                                                            AUTHORIZED BY FRB ASAP CENTRAL
                                                                            BUSINESS ADMINISTRATION FUNCTION

********************END OF REPORT****************

SECTION 14.4

AGENCY PAYMENT WAREHOUSE REPORT

DESCRIPTION

Payment Requestors have the capability in ASAP to warehouse ACH payment requests for settlement from two to 32 calendar days from the date of the payment request. Available account balances are reduced upon approval of the warehoused payment request. Availability of the ASAP system payment warehousing capability is at the discretion of the Federal Agency. Certain Federal programs lend themselves to the request of future dated payment requests, whereas others do not.

If your agency allows warehoused payment requests against any of its ASAP accounts, the Agency Payment Warehouse Report will be automatically generated each day that warehoused payment requests are made against your agency's accounts.

NOTE - A payment request scheduled for next-day settlement is **not** considered to be warehoused.

SORT SEQUENCE

All warehoused payment requests on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

➢ **Applied Date** - The date on which the payment request was approved and put into the warehouse.

➢ **Total Number of Warehoused Payments** - The total number at the ALC/Region level.

➢ **Total Amount of Warehoused Payments** - The sum of all payment request amounts warehoused on the date of the report at the ALC/Region level.

The following page shows the layout of the Agency Payment Warehouse Report.

ALC/REGION: 11000001/   US MONEY1

RECIPIENT ID	RECIPIENT SHORT NAME	ACCOUNT ID	SETTLEMENT DATE	APPLIED DATE	PAYMENT AMOUNT
0101111	GRAY U	F1R10007	08/30/2000	08/02/2000	10,000.00
0101111	GRAY U	F1R10008	08/30/2000	08/02/2000	20,000.00
0101111	GRAY U	F1R10009	08/30/2000	08/02/2000	30,000.00

TOTAL FOR ALC/REGION   11000001/
TOTAL NUMBER OF WAREHOUSED PAYMENTS: 3
TOTAL AMOUNT OF WAREHOUSED PAYMENTS: $60,000.00

* * * * * * * END OF REPORT * * * * * * * *

SECTION 14.5

AGENCY PAYMENT CANCELLATION REPORT

DESCRIPTION

Payment Requestor and Federal Agency users have the capability in ASAP to cancel **pending** ACH payments. A pending payment is defined as 1) a **next-day** ACH payment request that has been approved but not yet sent to the ACH system, or 2) a **future-day warehoused** ACH payment. If a payment is canceled, the available balance(s) for the affected account(s) will be automatically restored, and the restored funds are available immediately for drawdown.

The Agency Payment Cancellation Report shows all payment requests against your agency's ASAP accounts that have been canceled on the date of the report. The report is generated automatically each day there is payment cancellation activity affecting your agency's accounts.

SORT SEQUENCE

All canceled payment requests on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

➢ **Total Number of Canceled Payments** - The total number at the ALC/Region level.

➢ **Total Amount of Canceled Payments** - The sum of all payment request amounts canceled on the date of the report at the ALC/Region level.

The following page shows the layout of the Agency Payment Cancellation Report.

RUN DATE: 08/02/00   **AUTOMATED STANDARD APPLICATION FOR PAYMENTS**   PROGRAM: SPPQ917N
RUN TIME: HH:MM:SS   **AGENCY PAYMENT CANCELLATION REPORT**   PAGE: 1
                                               FOR CYCLE DATE 08/02/2000

ALC/REGION: 11000001/   US MONEY1

RECIPIENT ID	RECIPIENT SHORT NAME	ACCOUNT ID	SETTLEMENT DATE	CANCELLED BY LOGON / ASAP ID	PAYMENT AMOUNT
0101111	GRAY U	F1R10010	08/30/2000	P1SPPQ1 / 9988776	$50,000.00
0101111	GRAY U	F1R10011	08/30/2000	P1SPPQ1 / 9988776	$60,000.00
0101111	GRAY U	F1R10012	08/30/2000	P1SPPQ1 / 9988776	$120,000.00

TOTAL FOR ALC/REGION   11000001/
TOTAL NUMBER OF CANCELLED PAYMENTS: 3
TOTAL AMOUNT OF CANCELLED PAYMENTS: $230,000.00

* * * * * * * * **END OF REPORT** * * * * * * * *

SECTION 14.6

AGENCY AUTHORIZATION TRANSACTION REPORT

DESCRIPTION

The Agency Authorization Transaction Report displays all authorization transactions that have been certified in ASAP for your ALC/Region on the date of the report. Authorizations entered via batch file as well as those entered on-line will appear on the report the day they are certified, regardless of effective date.

SORT SEQUENCE

All authorizations on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

➢ **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for authorizations consists of five fields:

> **Date** - the date an authorization transaction was entered in ASAP (but not necessarily certified).

> **Endpoint** - for on-line authorizations, the terminal at which the transaction was posted. For batch authorizations, the number of the program that processed the batch.

> **Seq #** - sequence number, which identifies the transaction entry session at the above terminal (on-line transactions) or the file number (batch transactions) on the above date.

> **Item #** -sequentially numbers each transaction within a sequence number.

> **Time** - the time at which the transaction was posted on the above date.

➢ **Incr/Decr** - Increase or Decrease. An "**I**" indicates an increase to the account's available balance, and a "**D**" indicates a decrease.

➢ **Effective Date** - the date on which the authorization is effective. See the discussion on Effective Date, Applied Date, and Date Certified in Chapter 5 (Entering Authorizations) and Chapter 6 (Certifying Authorizations) of this Guide.

➢ **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for

the account affected by the transaction, that Group ID appears here. **Stat** - The status of an authorization transaction. An "**A**" indicates that the transaction is approved and has been applied, and a "**W**" indicates that the transaction is warehoused for application on a future date.

The following four fields appear after each set of authorization transactions per Recipient ID:

> **Total Authorizations Processed for Recipient ID** - Indicates the Recipient ID for which totals are presented, and on the same line, the number of authorization transactions on the report for that Recipient.

> **Total Increases** -The sum of all increase authorization amounts for the **preceding Recipient ID**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

> **Total Decreases** - The sum of all decrease authorization amounts for the **preceding Recipient ID**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

> **Total Warehoused** - The net of all increase and decrease warehoused authorization amounts for the **preceding Recipient ID**.

The following four fields appear once at the **end** of the report and represent the sum of the Recipient-level information:

> **Total Authorizations Processed for ALC/Region** - Indicates the ALC/Region for which totals are presented, and on the same line, the number of authorization transactions on the report for that ALC/Region.

> **Total Increases** - The sum of all increase authorization amounts for the **ALC/Region**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

> **Total Decreases** - The sum of all decrease authorization amounts for the **ALC/Region**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

> **Total Warehoused** -The net of all increase and decrease warehoused authorization amounts for the **ALC/Region**.

The following page shows the layout of the Agency Authorization Transaction Report.

```
RUN DATE: 08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          PROGRAM: SPPN915N
RUN TIME: HH:MM:SS           AGENCY AUTHORIZATION TRANSACTION REPORT              PAGE: 1
                                  FOR CYCLE DATE 08/02/2000
```

ALC/REGION: 11000001/   US MONEY1

| RECIPIENT | | ---------- | ASAP SEQUENCE NUMBER | | -------------- | | AUTHORIZATION | INCR/ | EFFECTIVE | GROUP |
ID	ACCOUNT ID	DATE	DATE	ENDPOINT	SEQ #	ITEM #	TIME	AMOUNT	DECR.	DATE	ID
0101111	F1R10001	08/02/2000	08/02/2000	E1TEA01	000001	000001	08:51:235	500,000.00	I	08/02/2000	
0101111	F1R10002	08/02/2000	08/02/2000	E1TEA01	000001	000002	08:51:235	500,000.00	I	08/02/2000	
0101111	F1R10003	08/02/2000	08/02/2000	E1TEA01	000001	000003	08:51:235	500,000.00	I	08/02/2000	
0101111	F1R10014	08/02/2000	08/02/2000	E1TEA01	000001	000004	08:51:235	100,000.00	D	08/02/2000	

```
TOTAL  AUTHORIZATIONS PROCESSED FOR RECIPIENT ID      0101111
TOTAL  INCREASES                     1,500,000.00
TOTAL  DECREASES                       100,000.00
TOTAL  WAREHOUSED                            0.00
```

| RECIPIENT | | ---------- | ASAP SEQUENCE NUMBER | | -------------- | | AUTHORIZATION | INCR/ | EFFECTIVE | GROUP |
ID	ACCOUNT ID	DATE	DATE	ENDPOINT	SEQ #	ITEM #	TIME	AMOUNT	DECR.	DATE	ID
0202222	F1R10001	08/02/2000	08/02/2000	E1TEA01	000001	000001	08:51:235	500,000.00	I	08/02/2000	
0202222	F1R10002	08/02/2000	08/02/2000	E1TEA01	000001	000002	08:51:235	500,000.00	I	08/02/2000	
0202222	F1R10003	08/02/2000	08/02/2000	E1TEA01	000001	000003	08:51:235	500,000.00	I	08/02/2000	
0202222	F1R10014	08/02/2000	08/02/2000	E1TEA01	000001	000004	08:51:235	500,000.00	I	08/02/2000	

```
TOTAL  AUTHORIZATIONS PROCESSED FOR RECIPIENT ID      0202222
TOTAL  INCREASES                     1,500,000.00
TOTAL  DECREASES                             0.00
TOTAL  WAREHOUSED                      500,000.00


TOTAL  AUTHORIZATIONS PROCESSED FOR ALC/REGION        11000001/
TOTAL  INCREASES                     3,000,000.00
TOTAL  DECREASES                       100,000.00
TOTAL  WAREHOUSED                      500,000.00
```

* * * * * * * END OF REPORT * * * * * * * *

SECTION 14.7

WAREHOUSED AUTHORIZATIONS PROCESSED REPORT

DESCRIPTION

When the effective date of a warehoused authorization transaction is equal to the current date, the transaction is ready to be automatically processed out of the warehouse. If the effective date falls on a business day, the authorization is applied to the appropriate ASAP account when the system opens on that date. If the effective date is a non-business day such as a weekend or holiday, the authorization is applied when the system opens on the next business day.   This report shows all warehoused transactions which have been applied on the date of the report.

SORT SEQUENCE

All authorizations on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

➢ **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for authorizations consists of five fields:

> **Date** - the date an authorization transaction was entered in ASAP (but not necessarily certified or applied).

> **Endpoint** - for on-line authorizations, the terminal at which the transaction was posted. For batch authorizations, the number of the program that processed the batch.

> **Seq #** - sequence number, which identifies the transaction entry session at the above terminal (on-line transactions) or the file number (batch transactions) on the above date.

> **Item #** - distinguishes each transaction within a sequence number.

> **Time** - the time at which the transaction was posted on the above date.

➢ **Incr/Decr** - Increase or Decrease. An "**I**" indicates an increase to the account's available balance, and a "**D**" indicates a decrease.

➢ **Effective Date** - the date on which the authorization is effective.

➢ **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

Stat - The status of an authorization transaction. An "**A**" indicates that the transaction is approved and has been applied. An "**R**" indicates that the transaction is a decrease authorization that was **rejected** when it became effective because it would have created a negative balance condition for the affected ASAP account.

The following four fields appear after each set of authorization transactions per Recipient ID:

Total Warehoused Authorizations Processed for Recipient ID - Indicates the Recipient ID for which totals are presented, and on the same line, the number of authorization transactions on the report for that Recipient.

Total Increases - The sum of all increase authorization amounts applied on the date of the report for the **preceding Recipient ID**.

Total Decreases -The sum of all decrease authorization amounts applied on the date of the report for the **preceding Recipient ID**.

Total Rejected - The sum of all warehoused authorization amounts rejected on the date of the report for the **preceding Recipient ID**.

The following four fields appear once at the **end** of the report and represent the sum of the Recipient-level information:

Total Warehoused Authorizations Processed for ALC/Region - Indicates the ALC/Region for which totals are presented, and on the same line, the number of authorization transactions on the report for that ALC/Region.

Total Increases - The sum of all increase authorization amounts applied on the date of the report for the **ALC/Region**.

Total Decreases - The sum of all decrease authorization amounts applied on the date of the report for the **ALC/Region**.

Total Rejected - The sum of all warehoused authorization amounts rejected on the date of the report for the **ALC/Region**.

The following page shows the layout of the Warehoused Authorizations Processed Report.

```
RUN DATE: 08/02/00              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              PROGRAM: SPPN915N
RUN TIME: HH:MM:SS                 WAREHOUSED AUTHORIZATIONS PROCESSED                   PAGE:   1
                                       FOR  CYCLE  DATE 08/02/2000
```

```
ALC/REGION:    11000001/    US MONEY1
RECIPIENT           ----------   ASAP SEQUENCE NUMBER   --------------  AUTHORIZATION    INCR/   EFFECTIVE   GROUP
  ID     ACCOUNT ID    DATE    ENDPOINT  SEQ #  ITEM #    TIME            AMOUNT         DECR.    DATE         ID       STAT

0101111  F1R10007  08/01/2000   E1TEA01   000001  000001  10:11:333     80,000.00         I     08/02/2000             A
0101111  F1R10008  08/01/2000   E1TEA01   000001  000002  10:11:333     90,000.00         I     08/02/2000             A
0101111  F1R10009  08/01/2000   E1TEA01   000001  000003  10:11:333    100,000.00         I     02/02/2000             R


TOTAL  WAREHOUSED  AUTHORIZATIONS PROCESSED FOR RECIPIENT ID     0101111      003
TOTAL  INCREASES                  170,000.00
TOTAL  DECREASES                        0.00
TOTAL  REJECTED                   100,000.00


TOTAL  WAREHOUSED  AUTHORIZATIONS PROCESSED FOR ALC/REGION      11000001/     003
TOTAL  INCREASES                  170,000.00
TOTAL  DECREASES                        0.00
TOTAL  REJECTED                   100,000.00
```

* * * * * * * * END OF REPORT * * * * * * * *

SECTION 14.8

AGENCY ACCOUNT TRANSACTION REPORT

DESCRIPTION

The Agency Account Transaction Report shows the latest account profile information for any of your agency's ASAP accounts which have been **created**, **changed**, or **deleted** on the date of the report. A report will be produced for your agency each day any of your agency's accounts are created, changed or deleted within the ASAP system, except when changes are made to account details associated with Control Accounts.

SORT SEQUENCE

All accounts on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

The data on this report comes from the account profiles in ASAP. All fields on the report are described in Chapter 4, Building Accounts, with the exception of **Funding Technique, Review Indicator**, **Agency Review Default Indicator**, **Renewal Frequency**, and **Authorization Renewal Amount**. These four fields refer to future or specialized functionality and are not relevant to most agency users at this point.

The following page shows the layout of the Agency Account Transaction Report.

```
RUN DATE:  08/04/00                AUTOMATED STANDARD APPLICATION FOR PAYMENT              PROGRAM: SPPN925N
RUN TIME:  HH:MM:SS                     AGENCY ACCOUNT TRANSACTION REPORT                  PAGE : 1
                                         FOR CYCLE DATE 08/02/2000
```

```
ACCOUNT STATUS INDICATOR :        O              PYMNT WAREHOUSE IND:    Y
AGENCY LOCATION CODE/REGION:      11000001/
RECIPIENT ID :                    0101111
ACCOUNT ID:                       F1R10001
ACCOUNT DESCRIPTION:               SCHOOL LUNCH
REQUESTOR ID:                     0101234         CREATE DATE:                08/02/2000
GROUP ID:                                         DELETE FLAG:                N
REVIEW INDICATOR:                 S               AGENCY REVIEW DEFAULT INDICATOR:   P
BEGIN DATE:                                       END DATE:
CFDA NUMBER:                                      CMIA INDICATOR:
FUNDING TECHNIQUE:                                ASAP 1031:                  N
TOTAL ESTIMATED GRANT AMOUNT: $        .00    BUD. PER. END DATE:
RENEWAL FREQUENCY:                                AUTHORIZATION RENEWAL AMOUNT:     $      .00
CONTROL ACCOUNT FLAG:             N               BOOK ENTRY ADJUSTMENTS FLAG:       N


ACCOUNT STATUS INDICATOR :        C              PYMNT WAREHOUSE IND:    Y
AGENCY LOCATION CODE/REGION:      11000001/
RECIPIENT ID :                    0101111
ACCOUNT ID:                       F1R10001
ACCOUNT DESCRIPTION:               SCHOOL BREAKFAST
REQUESTOR ID:                     0101234         CREATE DATE:                08/02/2000
GROUP ID:                                         DELETE FLAG:                N
REVIEW INDICATOR:                 S               AGENCY REVIEW DEFAULT INDICATOR:   P
BEGIN DATE:                                       END DATE:
CFDA NUMBER:                      01111           CMIA INDICATOR:
FUNDING TECHNIQUE:                                ASAP 1031:                  N
TOTAL ESTIMATED GRANT AMOUNT: $        .00    BUD. PER. END DATE:
RENEWAL FREQUENCY:                                AUTHORIZATION RENEWAL AMOUNT:     $      .00
CONTROL ACCOUNT FLAG              N               BOOK ENTRY ADJUSTMENTS FLAG:       N


                          * * * * * * * * END  OF  REPORT  * * * * * * * *
```

SECTION 14.9

AGENCY BOOK ENTRY ADJUSTMENT REPORT

DESCRIPTION

The Agency Book Entry Adjustment Report shows all book entry adjustments made to your agency's ASAP accounts on the date of the report. The report will be produced each day there are book entry adjustments entered against your agency's accounts. It will include account details for Control Accounts.

SORT SEQUENCE

All accounts within each adjustment transaction are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

➢ **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for a book entry adjustment consists of three fields:

> **Date** - the date the adjustment transaction was posted in ASAP.

> **Endpoint** - the User ID of the individual posting the transaction via VAN connection, or the terminal at which the transaction was posted via direct dial connection.

> **Seq #** - sequence number, which identifies the transaction entry session at the above terminal on the above date.

➢ **Source Logon** - the User ID of the individual posting the transaction.

➢ **Requestor ID** - The Payment Requestor organization associated with all accounts affected by the adjustment.

➢ **T.C.** - Transaction Code. A "**D**" indicates a debit to the ASAP account, which **decreases** the available balance, and a "**C**" indicates a credit to the ASAP account, which **increases** the available balance.

➢ **Amount** - The amount of the debit or credit.

➢ **Item Number** - A number assigned sequentially to each line item comprising an adjustment transaction.

- ➤ **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

- ➤ **Reason for Adjustment** - If entered by the user making the adjustment, the reason appears on the report below the line items comprising the adjustment.

- ➤ **Totals for ALC/Region** - Displays the ALC/Region of the Federal Agency whose accounts have been adjusted, followed by a count of the adjustment transactions (i.e., not the line items) appearing on the report.

- ➤ **Total Adjustments** - The total amount of funds moved in the adjustments shown on the report. This is equal to the sum of all debit amounts or credit amounts on the report.

The following page shows the layout of the Agency Book Entry Adjustment Report.

RUN DATE: 08/02/00   **AUTOMATED STANDARD APPLICATION FOR PAYMENTS**   PROGRAM: SPPN927N
RUN TIME: HH:MM:SS   **AGENCY BOOK ENTRY ADJUSTMENT REPORT**   PAGE: 1
                                                       FOR CYCLE DATE 08/02/2000

ALC/REGION: 11000001/   US MONEY1

DATE	ENDPOINT	ASAP SEQUENCE NUMBER SEQ#	SOURCE LOGON	REQUESTOR ID	RECIPIENT	ACCOUNTS AFFECTED ACCOUNT ID	T.C.	AMOUNT	ITEM
08/02/00	E1QM427V	00001	E1GWW01	1211339	0101111	F1R10001	C	50,000.00	01
						SUBACCT 1	C	25,000.00	
						SUBACCT 2	C	25,000.00	
08/02/00	E1QM427V	00002	E1GWW01	1211339	0101111	F1R10002	D	50,000.00	02
						SUBACCT A	D	25,000.00	
						SUBACCT B	D	25,000.00	

REASON FOR ADJUSTMENT:
Drew from wrong account.

TOTALS FOR ALC/REGION: 11000001/
TOTAL ADJUSTMENTS: $100,000.00

******************* **END OF REPORT** *****************

<div align="center">

SECTION 14.10

ASAP ID DIRECTORY REPORT

DESCRIPTION

</div>

The ASAP ID Directory Report contains the names of all ASAP user organizations, along with their ASAP IDs and contact information. It may be used as a reference for Recipient and Requestor IDs when building ASAP accounts. The ASAP ID Directory is automatically generated on the first business day of each month.

<div align="center">

SORT SEQUENCE

</div>

The ASAP user organizations on this report are grouped by the following categories and in the following order: Recipient Organizations, Payment Requestors, and Federal Agencies. Within each category, the organizations appear in **alphabetical** order.

<div align="center">

REPORT FIELDS TO NOTE

</div>

➢ **Organization Name** - Taken from the organization's profile in ASAP.

➢ **ASAP ID** - For Recipient Organizations, this column contains the Recipient ID; for Payment Requestors, the Requestor ID; and for Federal Agencies, the ALC/Region.

➢ **Primary Contact** - The individual at the organization designated as the point of contact for ASAP-related issues.

➢ **Primary Phone** - The phone number of the Primary Contact.

The following pages show the layout of the ASAP ID Directory Report.

ORGANIZATION NAME	ASAP ID	PRIMARY CONTACT	PRIMARY PHONE
ACME ADMIN.	0055123	WILEY E. SMITH	(777) 555-5555
APPLE SERVICES, INC.	4456789	BARBARA GATES	(988) 555-2222
DUKE U	6501234	JOHN WINN	(601) 777-3333
OKLAHOMA U	1255555	ANITA FIELDS	(405) 444-5432
STANFORD U	9967676	SAM HILL	(765) 909-9999
WILLIAM & MARY COLLEGE	5522334	THOMAS JONES	(540) 222-4444

* * * * * * * * *   MORE DATA TO FOLLOW   * * * * * * * * *

ORGANIZATION NAME	ASAP ID	PRIMARY CONTACT	PRIMARY PHONE
ACME ADMIN.	0070070	WILEY E. SMITH	(777) 555-5555
APPLE SERVICES, INC.	4444444	BARBARA GATES	(988) 555-2222
DUKE U	6543210	JOHN WINN	(601) 777-3333
FLORIDA STATE TREASURERS	7060504	BURT BEELER	(255) 256-7890
OKLAHOMA U	1234567	ANITA FIELDS	(405) 444-5432
STANFORD U	9988776	SAM HILL	(765) 909-9999
WEST VIRGINIA TREASURERS OFFICE	8885555	LINDA SIZE	(967) 564-7382
WILLIAM & MARY COLLEGE	5566778	THOMAS JONES	(540) 222-4444

* * * * * * * * * MORE DATA TO FOLLOW * * * * * * * * *

ORGANIZATION NAME	ASAP ID	PRIMARY CONTACT	PRIMARY PHONE
DEPT. OF ENERGY	89008901	DAVID YOUNG	(555) 777-5555
DEPT. OF ENERGY	89008902	BARBARA HODGE	(999) 555-1111
DEPT. OF ENERGY	89008909	TOM LEWIS	(888) 999-2000
DEPT. OF ENERGY	89008924	JANE WILLIAMS	(603) 444-2323
ENVIRONMENTAL PROT. AGENCY	68128933	BEN HALL	(255) 556-8888
FOOD & CONSUMER SERVICES	12350001/04	SHELLY BOWMAN	(768) 999-1000
SOCIAL SECURITY ADMINISTRATION	28040001	ELLEN ADAMS	(501) 888-4444

* * * * * * * * * MORE DATA TO FOLLOW * * * * * * * * *